



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D. C. 20350-1000

SECNAVINST 7042.7J  
AAUSN  
5 November 1998

SECNAV INSTRUCTION 7042.7J

From: Secretary of the Navy

Subj: GUIDELINES FOR USE OF OFFICIAL REPRESENTATION FUNDS (ORF)

Ref: (a) DoD Directive 7250.13 of 23 Feb 89 (NOTAL)  
(b) SECNAVINST 7042.14A  
(c) DoD Joint Travel Regulations  
(d) DoD FMR, Vol. 3, Chapter 8  
(e) NAVSO P-3006 (NOTAL)  
(f) NAVCOMPT Manual, par. 046390

Encl: (1) Listing of DoD Officials Eligible for Official  
Courtesies on Official Visits to the Field  
(2) Procedure for Requesting Funds or Exceptions  
(3) Sample Voucher and Expense Documentation Sheet

1. Purpose.

a. To implement current Department of Defense (DoD) policy per reference (a).

b. To clarify Department of the Navy (DON) policies and procedures.

c. To delegate authority to expend ORF.

d. To establish policy on the exercise of that authority.

e. To provide forms and procedures for distributing funds and documenting their expenditure.

This instruction has been substantially revised and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 7042.7H.

3. Background. Section 127 of title 10, United States Code, authorizes the Secretary of Defense and the Secretaries of the Military Departments to provide for any emergency or extraordinary expense which cannot be anticipated or classified. When provided in an appropriation, the funds may be spent for purposes determined to be proper by the Secretary concerned, including



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SECNAVINST 7042.7J CH-1  
AAUSN  
27 September 1999

SECNAV INSTRUCTION 7042.7J CHANGE TRANSMITTAL 1

From: Secretary of the Navy

Subj: GUIDELINES FOR USE OF OFFICIAL REPRESENTATION FUNDS (ORF)

Encl: (1) Revised page 4

1. Purpose. To provide current dollar limitation for official gifts presented to non-DoD dignitaries.
2. Action. Remove page 4 and replace with enclosure (1) of this change transmittal.

*Richard Danzig*  
Richard Danzig

A handwritten signature in cursive script, appearing to read "Richard Danzig".

Distribution:  
(Same as basic)

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hospitalities provided at official functions, and other expenses, not specifically provided for by other particular appropriations.

4. Definition. For the purpose of this instruction, DoD personnel, unless specifically indicated to the contrary, includes all military members and civilian employees of the DoD and the Coast Guard (USCG), students of the U.S. military colleges, reservists on active duty, members of the National Guard, all military and civilian retirees of the DoD not holding a position of prominence in the non-DoD community, and the spouses of the foregoing categories.

5. Delegation of Authority

a. DoD officials who receive funding authority from the Secretary of the Navy (SECNAV), Chief of Naval Operations (CNO) or the Commandant of the Marine Corps (CMC) are authorized to extend official courtesies on behalf of the U.S. Government. These officials are called authorization holders and they may redelegate their authority to sub-authorization holders. However, except for departmental offices of the SECNAV, CNO, and CMC, authorizations or sub-authorizations will be granted only to military heads of activities and commands under the jurisdiction or administrative control of the DON and will not be sub-authorized within an activity or command.

b. The Assistant for Administration, Office of the Under Secretary of the Navy (AAUSN), CNO, and CMC are delegated policy exception authority for the use of ORF for those activities under their respective ORF sub-programs as provided in paragraphs 6d(8) and (10). The CNO and CMC may only redelegate this authority to the Vice Chief of Naval Operations (VCNO) and Assistant Commandant of the Marine Corps (ACMC) respectively.

6. Policy. In the DON, ORF is to be used only to maintain the standing and prestige of the United States. This includes the hosting of official functions and the presentation of command mementos. The scope of functions, including the size, cost and number of guests invited, should be held to a minimum and commensurate with the occasion. The authorization or sub-authorization holder will personally approve each function and be held accountable for the propriety of each expenditure. Within the DON, invitations to foreign dignitaries to visit the U.S. at the expense of DoD shall be extended only by the SECNAV, CNO, and

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CMC. Policy and procedures concerning these types of expenses (including lodging and per diem type expenses) will be administered by the AAUSN (reference (b)).

a. Only expenditures for, or in honor of, the individuals listed below are reimbursable from ORF:

(1) Distinguished citizens, military officers and government officials of foreign countries. The rank, position, function or stature of the individuals must clearly justify use of these funds.

(2) Prominent Federal (non-DoD), State and local government officials, such as, but not limited to, members of the cabinet, members and professional staff of Congress, governors, mayors and citizens' committees.

(3) Distinguished and prominent citizens who have made a substantial contribution to the Nation or the DoD, or who are recognized leaders in their fields of expertise, and on certain occasions, members of the news media.

(4) Military and civilian personnel associated with the Foreign Warship Visit Information Program on official visits to United States ports or when United States vessels are on official visits to foreign ports.

(5) Those military and civilian officials of the DoD listed in enclosure (1) when they are on official visits to field activities. Courtesies shown these officials shall only be in the form of official hosted functions. It shall not be used for expenses that are solely for the personal entertainment of these officials, whether in the Washington, D.C. area, or the field. Functions in honor of DoD personnel held within the Washington, D.C. area or held anywhere in honor of DoD personnel not listed in enclosure (1) will not be funded with ORF.

b. At official hosted functions where ORF is used, unless otherwise limited by this instruction, an appropriate ratio of non-DoD guests to DoD personnel (including spouses) will be observed. This requirement does not apply to those functions honoring the officials listed in enclosure (1). At all other functions, however, when attendance is less than 30 persons at least 20 percent must be non-DoD guests; at functions of 30 persons or more at least 50 percent must be non-DoD guests.

Additionally, as specific occasions warrant, different ratios may be authorized by the AAUSN, CNO, or CMC as deemed appropriate.

(1) DoD personnel in excess of the ratios above may attend functions by paying a pro rata share of the total expense. Such attendance shall be recorded as a separate part of the official guest list furnished for the event.

(2) For DoD personnel attending official hosted functions who are receiving per diem or reimbursement for actual expenses while on authorized official travel, the authorization or sub-authorization holder will collect an appropriate amount from each to reduce the ORF cost of the function. The amount to be collected at functions where meals are served is the approved proportionate amount allowed for the meal under current per diem rates (part II of appendices B and D of reference (c)), or the actual cost of the meal, if less. No collections will be required at receptions where only hors d'oeuvres are served or for official courtesies in honor of the DoD officials included in enclosure (1). Vouchers will be annotated to show the number of persons from whom collections were made. These DoD personnel should be included in the total number of DoD attending the function but will not be counted against any required ratio of DoD and non-DoD personnel as long as the amount of per diem collected is at least equivalent to the member's pro rata share of the total expense.

c. Gifts and Mementos

R) (1) Gifts or mementos with a command or official theme, and costing no more than \$260 each or the current amount determined in reference (a) may be presented at official ceremonies or functions. The aggregate cost of gifts presented by any one DoD official to any one authorized guest may not exceed \$260. In addition, Title 22, U.S.C. 2694 places this monetary limit on gifts presented to foreign nationals requiring any exception to the policy to be approved by Congress. Mementos may be presented by any authorization or sub-authorization holder of Navy ORF to individuals included in paragraph 6a, except DoD personnel. Command or official theme mementos/gifts include but are not limited to plaques, pens, books, command/ship ball caps, and other items with an official logo that cannot be misconstrued as a personal gift. Personal gifts such as sports equipment, t-shirts, golf shirts, flight jackets, uniforms, scarves, ties, alcohol, tobacco, flowers, and other items that by their nature are considered personal may not be purchased under the ORF

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program. In addition, SECNAV, Under SECNAV (USN), Assistant SECNAVs (ASNs), General Counsel (GC), CNO and VCNO, CMC and Assistant CMC, and unified commanders utilizing Navy ORF may, upon official visits to foreign countries and field activities, present mementos costing no more than \$50 to non-DoD individuals not included in paragraph 6a. Additionally, flowers or wreaths may be laid at foreign national shrines or monuments. For protocol purposes only, flowers may be presented at funerals of foreign officials on rare instances when it would be in the best interest of the DoD. In all cases when items are presented within the authority provided by this sub-paragraph, a complete record must be maintained by the authorization holder to include the name of the recipient and the reason for the presentation.

(2) It is DoD policy that payment for materials which exceed the requirements of a fiscal year in which they were purchased is not allowed. Specifically, reference (d) requires that ORF purchases charged to a particular fiscal year be restricted to the requirements (bona fide needs) of that fiscal year unless there are extenuating circumstances, e.g., deployment or lead time requirements.

d. To ensure that ORF will only be used as Congress intended and to ensure the highest order of propriety, obligations or expenditures will not be incurred for:

(1) Materials, services, travel, per diem or entertainment which may properly be charged to other programs or appropriations, such as, but not limited to, the Foreign Military Financing Program, Latin American Cooperation funds or regular Navy or Marine Corps operation and maintenance funds.

(2) Expenses in connection with the Guest Cruise Program except for a single hosted social function held in honor of individuals included in paragraphs 6a(1) through (4) of this instruction.

(3) Any form of greeting cards, invitations, place cards, calling cards or other printed matter, including photographs except for foreign VIPs under the Foreign VIP Visit Program.

(4) Any items of a personal nature for guests, such as floral corsages, parking, coat check fees or souvenirs and expenditures that the authorization or sub-authorization holder is normally expected to assume as a personal obligation, such as membership fees, dues, or the cost of personal guests or dependents other than their spouses at official functions.

(5) Expenses for clothing or clothing rental services.

(6) Payments for labor or gratuities to members of the Armed Forces or employees of the Government for services performed in connection with official functions.

(7) Entertainment in connection with recruiting unless it otherwise complies with this instruction.

(8) Expenses in connection with ceremonies for keel layings, launchings, commissionings, recommissionings and decommissionings of naval ships and establishing and disestablishing shore installations, except for those occasions which warrant and are justified in providing official courtesies for official non-DoD guests approved in advance as provided by paragraph 5b.

(9) Expenses in connection with military or civilian meetings, conferences, seminars, conventions or working groups. However, use of ORF in connection with meetings is allowed for one official hosted function (e.g., dinner/reception/luncheon) for the DoD and non-DoD guests within the prescribed ratios, and for any other hosted events during the time of the meetings (e.g., refreshments, lunches, cocktail party, etc.) only for non-DoD guests not covered by other appropriated funds (title 10 funds). This policy applies to hosting individual dignitaries as well. Secretariat policy limits the number of functions with military/civilian representatives because of limited dollars to support multi-events.

(10) Expenses in connection with performance awards or change of command and retirement ceremonies for DoD personnel. However, when a change of command reception is intended to provide an opportunity for the incoming commander to meet individuals qualifying under paragraphs 6a(1) through (3) of this instruction, an exception may be requested in advance as provided by paragraph 5b, to use ORF for the food and refreshments of non-DoD guests.

(11) Expenses in connection with social or entertainment functions hosted by spouses of DON personnel, regardless of the nature of the function, or the official or unofficial status of attendees, except for visits to the United States by foreign officials and their spouses when invited by the Secretary of Defense, the Deputy Secretary of Defense, the SECNAV, the Chairman of the Joint Chiefs of Staff, the CNO and the CMC, and except for official visits by these officials and their spouses to foreign countries.

(12) Expenses in connection with purchasing gifts or mementos presented by spouses of DON personnel, regardless of the official or unofficial status of the recipient of the gift or memento, except for visits to the United States by foreign officials and their spouses when invited by the Secretary of Defense, the Deputy Secretary of Defense, the SECNAV, the Chairman of the Joint Chiefs of Staff, the CNO and the CMC, and except for official visits by these officials and their spouses to foreign countries.

(13) Expenses for official mementos for spouses of individuals listed in paragraphs 6a(1) through (5). Within the criteria used for ORF gift policy, spouses of foreign or U.S. dignitaries are not considered "distinguished or prominent citizens" merely on the basis of marital status. The spouse is considered a member of the distinguished guest's group, but not the honored guest. However, for purposes of appropriate ratios of non-DoD to DoD attending an official function, the spouse of an individual listed in paragraphs 6a(1) through (4) is included as part of the non-DoD ratio.

(14) Expenses for DoD personnel, or other persons not qualifying under paragraph 6a, in connection with regularly recurring social functions including, but not limited to, military birthday balls, Army-Navy game events, and other similar command- or DON-sponsored social functions not held in honor of those individuals described in paragraphs 6a(1) through (4).

(15) Classified projects or intelligence/law enforcement purposes.

(16) Any expense not specifically authorized in this instruction unless advance written approval is granted by SECNAV.

7. Requests for Funds or Exceptions to Policy. Requests for an allocation of funds either annual or special should be submitted in writing through the chain of command to AAUSN in the format described in enclosure (2). Requests for an exception to policy must be approved by AAUSN, CNO, or CMC (\$25,000 or less) as appropriate, or by SECNAV (more than \$25,000) prior to any commitment of ORF funds.

#### 8. Responsibility

a. AAUSN has primary responsibility for ORF and shall provide policy guidance.

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b. The AAUSN shall administer the fund including the establishment of procedures, budgeting of resources, periodic review of expenditures, distribution of expenditure accounting information, and consolidating field data for the DON quarterly Emergency and Extraordinary Expenses Report to OSD.

c. Authorization and sub-authorization holders shall expend ORF per the provisions of this instruction, properly document each expenditure and account and report resources received and expended under references (e) and (f). To facilitate review, the formats shown in enclosure (3) must be used to describe each function for which reimbursement is requested.

#### 9. Expenditure Documentation

a. Payments from ORF will only be made for expenses actually incurred. Expenditure vouchers (NAVCOMPT 2277) or claims for reimbursement, with an attached ORF Expense Documentation Sheet, will include the following information:

(1) Date, place, nature and purpose of the expenditure and the number of persons included, indicating the number that were DoD civilian/military personnel and non-DoD. See paragraph 4 for definition of DoD personnel.

(2) Brief itemization of expenses (for example, at official hosted functions indicate cost of food, refreshments, flowers, tips, and labor, or for mementos indicate the date and number purchased, and the cost, including engraving). Other incidental and miscellaneous expenses should be identified.

(3) Signature of the authorization or sub-authorization holder.

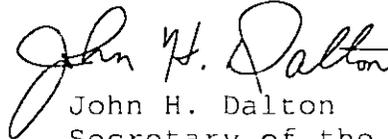
b. A record of guests (name, rank, title, and organization) invited to functions paid in whole or part with ORF must be maintained by the authorization or sub-authorization holder and provided to AAUSN, CNO, or CMC as appropriate upon request. For those functions including a meal, this record will indicate which of those guests attended.

#### 10. Forms and Reports

a. NAVCOMPT 2277 (8-88), S/N 0104-LF-003-0800, is available through normal Navy supply channels per CD ROM NAVSUP PUB 600(NLL).

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b. Report Control Symbol DD-COMP(Q)1390(7042) has been assigned to the quarterly report of expenditures to the Office of the Secretary of Defense required in paragraph 8b and is approved for 3 years only from the date of this instruction.

  
John H. Dalton  
Secretary of the Navy

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LISTING OF DoD OFFICIALS  
ELIGIBLE FOR OFFICIAL COURTESIES  
ON OFFICIAL VISITS TO THE FIELD

Office of the Secretary of Defense

Secretary of Defense and Deputy Secretary of Defense  
Under Secretaries of Defense  
Director, Defense Research and Engineering  
Assistant Secretaries of Defense  
Comptroller of the Department of Defense  
General Counsel of the Department of Defense  
Inspector General of the Department of Defense  
Director, Operational Test and Evaluation  
Assistants to the Secretary of Defense

Joint Chiefs of Staff

Chairman, Joint Chiefs of Staff  
Vice Chairman, Joint Staff  
Director, Joint Staff  
Unified and Specified Commanders  
Deputy Commander in Chief, Europe

Military Departments

Secretaries, Under Secretaries, and Assistant Secretaries of  
the Military Departments  
Chiefs and Vice Chiefs of Staff of the Army and Air Force  
Chief and Vice Chief of Naval Operations  
Commandant and Assistant Commandant of the Marine Corps

Defense Agencies

Directors of the Defense Agencies

President, Uniformed Services University of the Health Sciences

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PROCEDURES FOR REQUESTING FUNDS OR EXCEPTIONS

1. The annual ORF appropriation is divided into three sub-programs for ease of administration. The following is a listing of these sub-programs and a description of activities, events and commands under the jurisdiction of each.

a. Sub-program No. 1 - Secretary of the Navy. Under the supervision of SECNAV and administered by the AAUSN with the advice of the Office of the General Counsel as requested, this program supports:

(1) Events, activities and functions sponsored by SECNAV, and approved officials of the Navy Secretariat, DON Staff Offices and assigned shore activities.

(2) Events co-sponsored by the Navy Secretariat with their counterparts in the other Services.

(3) Exceptions approved by the SECNAV which were not previously delegated to AAUSN, CNO, or CMC and which cannot appropriately be financed by Sub-programs No. 2 or 3.

b. Sub-program No. 2 - Chief of Naval Operations. Under the supervision of the CNO and administered by the Director of Navy Staff (N09B), this program supports:

(1) Office of the Chief of Naval Operations;

(2) Naval Education and Training;

(3) Military Sealift Command;

(4) Naval Reserve Force;

(5) Operating Forces, including Marine Corps commands (all Fleet Marine Forces) and units under the operational control thereof;

(6) All Navy and Marine Corps shore activities, except those specifically assigned to Sub-programs No. 1 and 3; and

(7) Special commands and activities regardless of location, to which the DON must contribute funds for official representation, such as unified commands and North Atlantic Treaty Organization (NATO) Headquarters, joint task forces, and joint boards.

Enclosure (2)

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c. Sub-program No. 3 - Commandant of the Marine Corps.  
Under the supervision and administration of the Commandant, this program supports:

(1) Headquarters, U.S. Marine Corps; and

(2) Activities which are under both the command and primary support of the Marine Corps.

2. Upon notification of the amounts appropriated for the fiscal year, sub-program managers will recommend to AAUSN the amount of funds to be allocated to commands within their areas of responsibility. The command's accounting code or unit identification code (UIC) and the name of its authorized accounting activity are also needed because AAUSN issues all authorizations for ORF. Commands requesting new authorizations or additional funds during the fiscal year should do so through command channels to the appropriate sub-program manager.

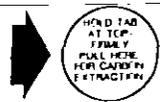
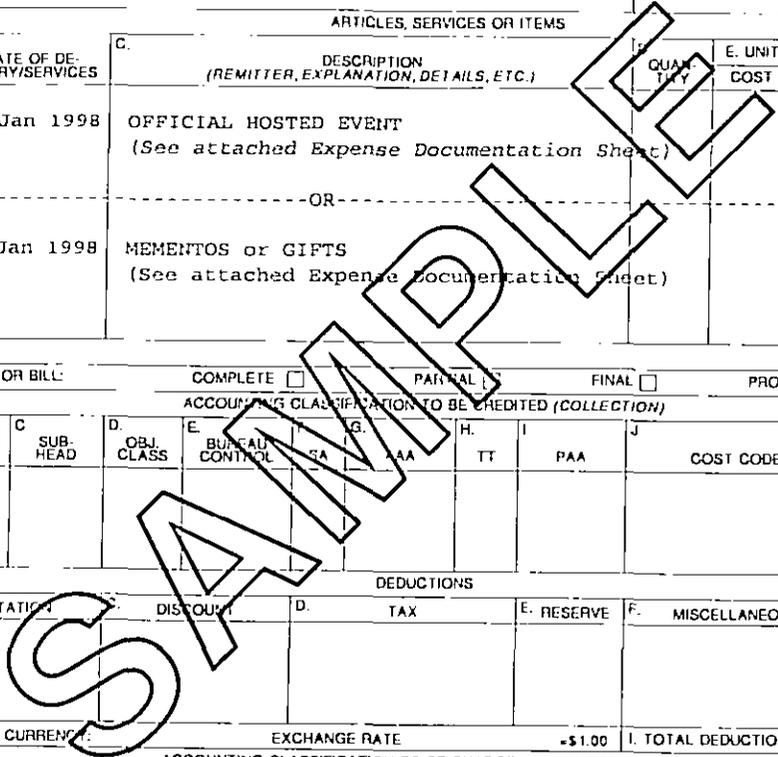
3. When funds from Sub-program No. 1 are involved or when exceptions to the policy contained within this instruction are requested from SECNAV only, correspondence should be addressed to SECNAV via command channels. In the case of exceptions, requests should include a description of the proposed use of the funds, cost, explanation of why other funds cannot be used and detailed justification why this particular use merits consideration.

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VOUCHER FOR DISBURSEMENT AND/OR COLLECTION - NAVCOMPT FORM 2277 (8PT) (REV. 8-88) S/N 0104-LF-003-0800

Page 1 of Pages

1. Purpose DISB <input checked="" type="checkbox"/> COLLECT <input type="checkbox"/>		2. Date		3. Reference Document No AS LOCALLY REQUIRED		4. Bill Number		5. Voucher No		
6. FROM  ORGANIZATIONAL ADDRESS OF SUBMITTING OFFICE OR COMMAND						7. PAID BY CHECK NO				
8. TO PAYEE or VENDOR NAME & ADDRESS For example: RADM JOHN E. DOE (SSN 000-00-0000) Naval Base FPO San Francisco XXXXX-XXXX						(ALL APPLICABLE SPACES ARE TO BE COMPLETED FOR ACCOUNTING AND DISBURSING PURPOSES)				
9. ARTICLES, SERVICES OR ITEMS										
A. INVOICE OR ORDER NO.	B. DATE OF DELIVERY/SERVICES	C. DESCRIPTION (REMITTER, EXPLANATION, DETAILS, ETC.)				D. QUANTITY	E. UNIT PRICE COST PER		F. AMOUNT	
	1 Jan 1998	OFFICIAL HOSTED EVENT (See attached Expense Documentation Sheet)							\$100.00	
OR										
	1 Jan 1998	MEMENTOS or GIFTS (See attached Expense Documentation Sheet)							50.00	
G. DISCOUNT TERMS								H. TOTAL \$100.00		
10. TYPE OF PAYMENT OR BILL: COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE <input type="checkbox"/>										
11. ACCOUNTING CLASSIFICATION TO BE CREDITED (COLLECTION)										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
12. DEDUCTIONS										
A. ACRN	B. TRANSPORTATION	C. DISCOUNT	D. TAX	E. RESERVE	F. MISCELLANEOUS	G. TOTAL PER ACRN (U.S. CURRENCY ONLY)				
H. CURRENCY: EXCHANGE RATE: -\$1.00 I. TOTAL DEDUCTIONS										
13. ACCOUNTING CLASSIFICATION TO BE CHARGED (DISBURSEMENT)										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ CLASS	E. BUREAU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT (U.S. CURRENCY ONLY)
		ENTER APPROPRIATE ACCOUNTING DATA AS REQUIRED								
L. TOTAL NET AMOUNT TO BE PAID (BLOCK 9-H MINUS BLOCK 12-1)										
14. INSPECTION REPORT NOS					15. GOVT BIL NOS					
16. APPROVED BY <u>Authorization Holder Name</u> TITLE _____ (DATE) _____					17. CERTIFIED BY <u>Disbursing Officer Name</u> TITLE _____ (DATE) _____					
18. PAYMENT RECEIVED PAYEE PER- TITLE-										



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OFFICIAL REPRESENTATION EXPENSE DOCUMENTATION SHEET

1. DATE OF FUNCTION/EXPENSE: 1 January 1998
2. TYPE OF FUNCTION/EXPENSE: Reception/Lunch/Dinner -- \* Mementos/Gifts
3. LOCATION HELD: Officer's Club, Naval Base TOTAL ORF COST: \$100 -- \* \$50
4. NAME & TITLE OF DOD HOST (MILITARY OR CIVILIAN)  
RADM John E. Doe
5. NAME & TITLE OF SENIOR DOD OFFICIAL ATTENDING (MILITARY OR CIVILIAN)  
VADM Horatio Smith, USN
6. TOTAL NUMBER OF DOD IN ATTENDANCE (MILITARY, CIVILIAN & SPOUSE): 12  
Local Community Officials
7. NAME OF NON-DOD GROUP BEING ENTERTAINED/OTHER PURPOSE, AS APPLIES
8. NAMES AND TITLES OF FIVE OF THE MOST DISTINGUISHED OR PROMINENT FOREIGN OR OTHER NON-DOD OFFICIALS/CITIZENS IN ATTENDANCE. NAME FOREIGN COUNTRY, IF APPLIES.
  - a. (enter names and titles of non-DOD guests)
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
9. TOTAL NON-DOD INVITED: 15 TOTAL NON-DOD ATTENDING: 15
10. TOTAL ATTENDING (DOD & NON-DOD): 27
11. IF PRE-PURCHASED MEMENTOS WERE PRESENTED TO NON-DOD OFFICIALS, STATE THE FOLLOWING:  
NUMBER PRESENTED: \* TOTAL COST: \* DATE PURCHASED: \*
12. OTHER PERTINENT FACTS:
13. \_\_\_\_\_  
RADM John E. Doe

NAME, TITLE, & SIGNATURE OF AUTHORIZATION HOLDER